



STATE OF WASHINGTON

## DEPARTMENT OF AGRICULTURE

P.O. Box 42560 · Olympia, Washington 98504-2560 · (360) 902-1800

### ***INDEPENDENT STUDY COURSE SPONSORSHIP INSTRUCTIONS***

In order to get an independent study course accredited, sponsors must meet the requirements of the Washington State Department of Agriculture's (WSDA) Pesticide [Recertification Course Accreditation Policy](#) detailed in the following instructions.

In order for WSDA to review your program for accreditation, you must submit the following documents **at least 90 days prior** to the course being offered. Please allow this office thirty days to review your submitted information **before** calling about the status of your course.

- ☒ A completed [Request for Recertification Course Accreditation form](#). Even though you may have provided some course information on your cover letter, you must still submit this completed accreditation form.

Please note - only topics dealing specifically with pesticides, pests, pest management and structural pest inspections will be approved for recertification credit. (See [recertification policy](#) for further detail.)

- ☒ Submit one complete copy of the educational materials and/or aids (e.g. CD Rom disk, video, and/or correspondence course materials) for our review.
- ☒ Provide a written explanation of how you will verify the identity of the course participant. After the participant completes your course, provide written verification to WSDA that includes the following information:
  - 1) assigned WSDA course number,
  - 2) participant's full name and WSDA pesticide license number,
  - 3) day, month and year that the participant completed the course,
  - 4) state the method(s) you employed to determine a participant's successful completion of this course (i.e. written exam, with a passing score of 70% or better, performed on-line, by U.S. Mail, or in person; or by oral examination with a passing score of 70% or better, accomplished in person or by phone), and
  - 5) provide WSDA with a **written** verification of completion (i.e. by a letter of verification, certificate of completion, on-line, or by e-mail).

The sponsor of a recertification program is responsible for ensuring the integrity of the accreditation process. Please read the section of the [recertification policy](#) that details your responsibilities as a sponsor. Failure to adhere to these requirements may result in denial of future requests.

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#### **Recertification Contact:**

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